

Fiscal Year 2009 - 2010

# Employee Incentive Program Report

FOR MONTANA STATE GOVERNMENT



State Human Resources Division  
Department of Administration



**Department of Administration  
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Montana State Legislature  
State Capitol  
Helena, MT 59620

RE: Incentive Award Program 2009 - 2010 Biennial Report

Legislators:

This is our report of the activity during fiscal years 2009 and 2010 for the State of Montana Incentive Award Program. This report contains a list of award recipients, award amounts, and resulting or projected savings and improvements. The report also contains a list of Governor's Efficiency Award for state employee recipients. The Governor's Efficiency Award is part of the overall Incentive Award Program.

Brent Reinhardt, State Human Resources Division, authored and produced this report with the assistance of agency staff. If you have questions about this report or general questions about the Incentive Award Program, please contact Brent at 406-444-3852 or e-mail him at [breinhardt@mt.gov](mailto:breinhardt@mt.gov).

We commend these and other state employees who, through their ingenuity and dedication, help make state government work more effectively.

Respectfully submitted,

Peggy Davis  
State Human Resources Division, Bureau Chief

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## Program Background

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This report is the 2009 and 2010 review of the Incentive Award Program.<sup>1</sup> It contains a list of incentive awards agencies granted during fiscal years 2009 and 2010 and the corresponding savings to the state or improvements in the effectiveness of state government.

The Incentive Award Program recognizes and rewards individuals and teams of state employees as well as non-employees for innovations significantly contributing to the efficiency, economy, or other improvements to state government. Agencies may present incentive awards in the form of money, paid leave or other forms of non-monetary recognition.

The program is a result of legislation enacted in 1993.<sup>2</sup> Each agency administers its own incentive award program. An agency head may choose to grant incentive awards and determine their monetary value. The general public may also submit ideas to improve government operations and become eligible to receive an incentive award.

The program provides the basis for the Governor's Efficiency Award, which Governor Schweitzer created in May of 2005. Winners of the Governor's Efficiency Award receive a palladium medal presented by the Governor's office.

The current administration has actively promoted both the Incentive Award Program and the Governor's Efficiency Award. In early 2010, the Governor and Lieutenant Governor's offices actively asked for money savings ideas as part of the Montana Accountability Partnership. The winner received a palladium medal donated by the Stillwater Mine worth about \$500.

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<sup>1</sup> § 2-18-1103, MCA

<sup>2</sup> §2-18-1101, et seq., MCA

## Overview

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The Department of Commerce was the only agency to present awards under the Incentive Award Program. Three team and four individual awards were presented totaling 12 recipients. Cash awards totaled \$6,211.

Department of Commerce documented actual cash savings of \$49,414.18. Detailed information about award amounts and actual savings follow.

## Summary for Fiscal Year 2009

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The Department of Commerce presented one incentive program award of \$4,461 for actual savings of \$44,614. Table One provides a summary of the award and Table Two provides an individual description.

One team was recognized by Governor Schweitzer as recipients of the Governor's Efficiency Award. Table Three is a summary of the award and Table Four provides a description of the Governor's Efficiency Award and the recipients by agency.

## Summary for Fiscal Year 2010

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The Department of Commerce presented six incentive awards in fiscal year 2010. They presented four individual awards and two team awards. Nine employees received a total of \$1,750 for their suggestions for actual savings of \$4,800. Table Five provides a summary of award totals and actual savings. Table Six provides individual descriptions of the incentive awards.

One individual was recognized by Governor Schweitzer as a recipient of a palladium medal as part of the Montana Accountability Partnership suggestion program. Table Seven provides a summary of the award and Table Eight provides an individual description.

## Report for Fiscal Year 2009

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**Table One**  
**Summary of Employee Incentive Program Awards**

<b>Agency</b>	<b>Recipients</b>	<b>Award Totals</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Commerce	3	\$4,461	\$44,614	N/A

**Table Two**  
**Descriptions of Employee Incentive Program Award by Agency**

### **Department of Commerce**

**Recipients:** Linda McClure, Robert Webster, and Beverly Clancey

**Division or Work Unit:** Montana Promotions Division

**Date award presented:** January 5, 2009

**Award Amount:** \$1,487 each

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employees determined and verified that the State of Montana's Central Mail has the ability and capability to send mail using the "Bound Printed Matter" class for all flats and packages. Armed with this knowledge and packaging the mail slightly differently and following the specific rules, significant cost savings occur by mailing this class versus regular mail.

**Table Three  
Summary of Governor's Efficiency Awards**

<b>Agency</b>	<b>Recipients</b>	<b>Award</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Various	Team	13 certificates	TBD	TBD

**Table Four  
Descriptions of Governor's Efficiency Awards by Agency**

**Recipients:**

Department of Administration: Janet Kelly, Sheryl Olson,  
Tom O'Connell, Joe Triem, Dick Clark

Department of Transportation: Jim Lynch and Angie Gifford

Department of Environmental Quality: Richard Opper, Tom Livers,  
Paul Cartwright, David LeMieux,  
Lou Moore

Department of Labor and Industry: Tammy LaVigne

**Date award presented:** May 2009

**Award:** Governor Schweitzer signed and presented certificates to these leaders.

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

These leaders were recognized for their outstanding commitment to inspire state employees to be more efficient in their workday by encouraging more efficient use of state resources and promoting the "20 x 10" initiative.

## Report for Fiscal Year 2010

**Table Five  
Summary of Employee Incentive Program Awards**

<b>Agency</b>	<b>Recipients</b>	<b>Award Totals</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Commerce	9	\$1,750	\$4,800	N/A

**Table Six  
Descriptions of Individual Employee Incentive Program Awards by Agency**

### Department of Commerce

**Recipients:** Brian Price, Corrie Hahn, and Lonie Stimac

**Division or Work Unit:** Promotions and Business Resources

**Date award presented:** December 7, 2009

**Award amount:** \$1,500

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

Staff from the Montana Promotions Division and Business Resources Division, suggested combining their efforts to put together a Made in Montana database. This team worked cooperatively to reconfigure the Promotion Division database making it useable for Made in Montana. This suggestion would save the cost of creating, developing, and staff consultation time working with contractors in this process. The Montana Promotions Division agreed to house the Made in Montana web site on its internal server saving the Business Resources Division \$400 per month. The 2001 Montana Promotion Division developed the database for approximately \$250,000. It is assumed today it would still cost at least that amount to create a database with the functionality necessary for Made in Montana, The elimination of the fee for housing the database will result in at least a \$4,800 per year budget savings. After reviewing the suggestion, it was put into place when staff finished configuring an Oracle portal to a Made in Montana database.

**Recipients:** Janice Wannebo and Lori Lynn Gilliland

**Division or Work Unit:** Business Resource

**Date award presented:** December 30, 2009

**Award Amount:** \$75

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

This team recommended the agency install door sweeps on the first floor entry doors. The sweeps provide heat efficiency, reduce drafts, and allow the ventilation system to work properly. Overall the sweeps would create a more energy efficient building.

**Recipients:** Jeannene Maas

**Division or Work Unit:** Housing Division

**Date award presented:** August 21, 2009

**Award amount:** \$25

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee suggested the use of an excel spreadsheet to list all credit card expenses on a monthly basis and forward to their supervisor for approval via email. Reports could be developed from the electronic spreadsheets instead of the paper copies.

**Recipients:** Lonie Stimac

**Division or Work Unit:** Business Resources

**Date award presented:** August 21, 2009

**Award amount:** \$25

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee suggested installing an inexpensive timer on each water dispenser that would turn off the electricity at 5:00pm and back on at 7:00am. There are weekend timers that will shut off electricity on Saturday and Sunday as well.

**Recipients:** Fran Viereck  
**Division or Work Unit:** Business Resources  
**Date award presented:** August 21, 2009  
**Award amount:** \$25

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee suggested using [www.freeconferencecalls.com](http://www.freeconferencecalls.com) to make conference calls because there is no set-up fee. This application provides a maximum number of 150 participants and up to three hours of conference time. The idea prompted the agency to research and use GoToWebinar which is more efficient.

**Recipients:** Lonie Stimac  
**Division or Work Unit:** Business Resource  
**Date award presented:** November 24, 2009  
**Award amount:** \$25

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee suggested the agency and state purchase Solar Bug electric cars for short errands. Purchasing and using the zero-emission vehicles sends a strong message to all Montanans that state government is willing to lead the way in the fight against global warming and in the conservation of precious resources whether they be in the form of gas, time, or citizen tax dollars. The suggestion was sent to the Lt. Governor's office for further review where it was determined it did not meet the criteria for a Governor's Efficiency Award.

**Table Seven  
Summary of Governor's Efficiency Award**

<b>Agency</b>	<b>Recipients</b>	<b>Award</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Administration	Jerry Kozak	1 medal	TBD	\$400,000 annually

**Table Eight  
Description of Governor's Efficiency Award for Fiscal Year 2010**

**Recipient:** Jerry Kozak

**Division or Work Unit:** Information Technology Services Division.

**Date award presented:** May 20, 2010

**Award:** A palladium medal was presented to Jerry at the Capitol by Governor Schweitzer.

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

Jerry's idea to extend the computer replacement cycle from four years to five years will save nearly \$400,000 annually.

## References

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Incentive Award Program Policy (ARM 2.21.6701 through .6718)

To view the policy online, see

<http://hr.mt.gov/hrpp/policiesguides.mcpx>

and click on Incentive Award Program.

**Prepared by  
Department of Administration  
State Human Resources Division**

Alternative formats may be obtained through the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call the Montana Relay Service at 711.

This report is available electronically at [http://www.hr.mt.gov/content/hrpp/docs/Reports/EmployeeIncentiveProgramReport2009\\_2010.pdf](http://www.hr.mt.gov/content/hrpp/docs/Reports/EmployeeIncentiveProgramReport2009_2010.pdf) on the Montana state web page. No printing or distribution costs were incurred.